

APPENDIX 7

Application for Cultural Leave

Date of request: _____

(applications should be made in conformity with PSMC provisions & Directive 8)

Permanent Secretary (Ministry for Justice, Culture and Local Government)

Throu' Director/Head of Department _____

SECTION 1: APPLICANT'S DETAILS

Surname _____

Name _____

Ministry/ _____
Entity

Department/ _____
Directorate

Grade/Position _____

I.D. Card No. _____

E-Mail Address _____

Office Tel. _____

Period of Paid Leave being requested: From _____ To _____

Duration of the event: *(insert total no. of working days)* _____

Document(s) supporting request enclosed with application Yes No

SECTION 2: ATTACHED DOCUMENTS *(mark where applicable)*

Details and duration of the event and the applicant's involvement

A copy of the invitation / request to perform overseas

Any other related documentation

I, the undersigned, declare that the information and documentation submitted in this application is correct.

Signature of Applicant: _____

Date: _____

For Official Use: Approved Not Approved *(if not approved please state reason)*

Signature of Permanent Secretary (MJCL) _____

Date: _____

Directors should take disciplinary action when officers fail to resume duty at the expiration of unpaid/paid leave.

The information supplied in this application form shall be used exclusively by the employing Ministry, MJCL and the People & Standards Division for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.

Signature of Head of School

Signature of College Principal